



JOB DESCRIPTION

Title: **ASSISTANT CEMETERY SUPERVISOR**
Department: Parks & Recreation
Class Code: 3315
Non-Exempt: Non-Exempt
Effective Date: July 1, 1995 (Rev 07/02)
Grade Number: 12

GENERAL PURPOSE

Under general supervision from the Cemetery Supervisor assists in planning and supervising cemetery operation and maintenance of cemetery grounds, buildings and equipment. This is a working supervisor position, requiring skill and knowledge in turf grass management, landscape maintenance, general maintenance and public complaint resolution.

EXAMPLE OF DUTIES

- *-- Assists supervisor to ensure excavation at correct location, coordination with monument company, mortuary and grave site owner. Performs and supervises the performance of excavation and landscaping duties.
- *-- Assists in training groundskeeping employees. In Supervisor's absence, schedules work and assigns duties to employees; recommends discipline as appropriate.
- Assists in the preparation and submission of payroll, daily time and attendance sheets, and safety and vandalism reports.
- *-- Performs maintenance procedures, using hand tools and operating equipment such as backhoe, loader, sweeper, tamper, mower, trimmer and weedeater. Leads crews who mow, weed and trim around more than 10,000 headstones. Helps maintain work order system, keep track of graves that have been sodded and/or need sod, and ensures the upkeep of all burial sites and surrounding lots and property.
- *-- Keeps track of daily maintenance performed, and supplies and materials used. Makes recommendation to superintendent on supplies and materials needed. Ensures equipment is properly maintained and safely operated.
- *-- On occasion, assists with office duties, answers phones, deals with public; enters burial information in computer, collects fees, writes receipts, meets and discusses burial arrangements with funeral directors and families.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation plus two (2) years advanced schooling in agriculture, horticulture, turf management, agronomy, botany or related field and two (2) years of job-related experience. Extensive practical experience in lawns maintenance may be substituted for the formal education requirement on a year-for-year basis.

Special Requirements

- Must have a valid Utah Drivers License and non-commercial pesticide applicators certificate.

Necessary Knowledge, Skills and Abilities

- Working knowledge of grounds maintenance, including fertilizers, watering systems, herbicides, and equipment used in these processes. Must have experience in mowing, sodding and planting practices. Some computer knowledge required.
- Ability to establish and maintain effective working relationship with employees and the public; ability to follow written and verbal instructions.

TOOLS & EQUIPMENT USED

- Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, plate compactor, saws, pumps, compressors, sanders, trencher, common hand and power tools, shovels, wrenches, sod cutter, large/small riding lawn mowers, . Mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, sit, walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.